

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of Holy Trinity & St Mary's Guildford (the data controller)

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

### 2. How and why do we process your personal data?

The PCC of HTSM seeks to comply with its obligations under the “GDPR”.

We use your personal data for the normal activity of a parish church. The PCC is governed by the PPC (powers) Measure 1956 and has wide objects which cover “the whole mission of the Church, pastoral, evangelistic, social and ecumenical”. We do not share your data with third parties.

### 3. What is the legal basis for processing your personal data?

Processing is carried out by a not-for-profit body (the PCC is a registered charity) with a religious aim: -

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);
- there is no disclosure to a third party without consent.

We also have certain legal and legitimate requirements and interests, for example: keeping an electoral roll, safeguarding records, maintaining gift aid records for HMRC, contract information relating to hiring of our buildings and baptism, marriage and funeral records

### 4. Sharing your personal data

Your personal data will be treated as confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church.

### 5. How long do we keep your personal data?

We regularly update and amend our records, keeping only that which appears necessary.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate (by the Planned Giving Secretary); safeguarding records for five years; and parish registers (baptisms, marriages, funerals) permanently.

### 6. Your rights and your personal data

In addition to any rights you may have under the GDPR, we will do our best to amend or remove any data we hold should you wish, so long as we are not obliged to keep the data by law or have a legitimate interest in keeping it. Please contact the parish office in the first instance.

### 7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### 8. Contact Details

If you have queries or complaints, or if you wish to exercise your relevant rights, please in the first instance contact the Parish Office, 5 Trinity Churchyard, Guildford GU1 3RR, [office@holytrinityguildford.org.uk](mailto:office@holytrinityguildford.org.uk).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

### 9. Notes

The PCC has entered into a sharing agreement with the Guildford Methodist Church. The Methodist Church also holds data which is covered by a separate Privacy Notice.

Common Ground, which is centred on St Mary's, is covered by this Privacy Notice.

To the extent that the incumbent (Rector) is a separate data controller, this Privacy Notice covers their Office.